

PAYMENT REMINDER LETTER

Date:

Concerned person name

designation and address

Dear Sir,

You were supposed to send a payment of \$— to the Stars Corporation well before [date].

Unfortunately we have not still received payment from your side so it is reminded to you that please send the payment as soon as possible.

Just for your knowledge, I would like to inform you about company policy that if we are unable to receive payment from your side then after five days of payment date , company will be authorized to take action against you. We hope that we will not need to do it and we will receive payment within five days.

Thanks and Best Regards

Your Name

details and address

(as usual in letters)